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HEADQUARTERS OPERATIONS, MAINTENANCE  
AND ENGINEERING DIVISION, OL  
WEEKLY REPORT PERIOD ENDING 5 DECEMBER 1984

I. Progress Report on Tasks Assigned by DCI/DDCI:

No tasks assigned during this reporting period.

II. Items/Events of Major Interest:

*NO* a. OL/HOME New Building Transition Survey Team: In pursuit of appropriate recommendations for enhancing or modifying the Headquarters classified waste disposal facilities, the New Building Transition Survey Team met separately with representatives from the Directorates of Intelligence and Operations to discuss the "Paperless Workstation" concept. Evidence is mounting that Agency paper consumption will not peak or begin to decline for several years. *NO*

*yes* b. Cafeteria Renovations: A. Renovations continued during the weekend of 30 November through 3 December 1984 time frame. Three 12-hour shifts were worked by the general contractor and subcontractors. *2 b.*

B. The taping and patching operation for the new ceiling in the North Cafeteria is nearing completion pending final patching and sanding operations prior to applying the basecoat for the paint. *yes with edits*

C. Demolition of the ceiling area and installation of the new drywall ceiling metal hanging support work in the South Cafeteria are approximately 98 percent complete. Hanging of the new drywall ceiling was completed up to the Loft area in the middle bay area, and drywall hanging operations were started in the south bay area. Work is scheduled to resume on 7 December 1984. *✓*

*NO* c. New Trailers - Motor Pool Area: The electrical and telephone conduit work for the new trailers are complete. Two telephone stations have been installed and are operational. The final 13 remaining telephone station installations should be completed this week. *NO*

e. P&P Laserite, Gym HVAC, and ODP Renovations: The laserite printer was completed on schedule except for the installation of two input breakers. The installation of the input breakers will be coordinated with the Printing and Photography Division, OL, to prevent down time on the equipment. *NO*

*NO* The computer interconnection between Rooms GC03 and GE04 is progressing as scheduled. All the conduit installation was completed as of 30 November 1984. The contractor is going to submit a revised schedule for the installation of the interconnecting cables. The proposed schedule should be submitted by 7 December 1984. The schedule will indicate the estimated working time within the DCI Garage and Running Track areas. *NO*

The air handler installation and air-conditioning work in the Gym area were completed on 29 November 1984.

*yes?* f. Office of Communications Watch Office - Room 1B39 and 1B43: The suspended ceiling system has been installed and the custom millwork delivered. Work has slowed due to less than-acceptable workmanship that required correction. The project completion date has slipped to January 1985, and the contractor has been asked to provide a specific completion date. *2d yes*

*NO* g. Mechanical Room Fan Motor Replacement: ☐ has a team surveying all the motor control centers within Headquarters Building as the first step in preparing the study and design required to replace the fan motors serving the building. *NO*

*NO* h. GH62 Area Renovations: This area is being renovated in support of relocation of a Fifth Floor component move. ☐ has ceased work pending possible design modifications in HVAC ductwork dealing with security barriers and a final decision from the Office of Security is being awaited. No estimated completion date is available at this time. *NO*

*NO* i. Reupholstering of Chairs in the Executive Dining Room: During the past week, nine chairs in the Executive Dining Room were partially reupholstered with spare original *NO*

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fabric. Although the result is a fresher product, the craftsmen involved discouraged future reupholstering of these chairs since the fabric is glued to the frame and foam padding, and the chairs require scraping and repadding before they can be covered with fabric.

j. New Furniture Standard: In searching for acceptable products for a new furniture standard, the ~~Interior Design Consultant~~ examined modular desks, freestanding pedestals, and dual-surface adjustable terminal tables in more than 25 different manufacturers' product lines. From this selection, eight manufacturers were identified as offering units of the proper size, construction, and design for determined Agency needs. This selection is to serve as the standard for offices which need to replace gray metal furniture and/or accommodate VDT terminals. Typical units in a light finish ~~may be viewed in Room 3E40, Headquarters, Building.~~ ~~A selection in black and brown with a walnut color work surface is also available.~~

HOME

NO

will be on display

The modular flexibility and clean design make this furniture suitable for executive offices when standard wood does not accommodate technological needs. Certain offices which have established programs for the purchase of modular steel furniture of another design will be permitted to retain and continue with their existing product. However, requests for introduction of other products to new areas will be denied.

k. Application of New Standard Furniture: Design and product specification of the new standard modular furniture is complete and has been forwarded to the Procurement Division, OL, for various Agency components. Also specified but not ordered yet is furniture for the clerical area of the Logistics and Procurement Law Division, Office of General Counsel.

NO

1. Headquarters Operations and Maintenance Transition:

1. Shipment of Rock Salt and Sand: Because the new salt storage bin was not quite ready and a shipment of rock salt was expected on 30 November 1984, personnel of the Motor Pool Branch, Special Services Branch, HOME/OL, and Allied Eastern States Maintenance Corporation worked together to relocate miscellaneous items in order to clear out the covered bay next to the new storage bin. On Friday, 30 November, 90 tons of rock salt and 40 tons of sand were delivered and stored in that area.

NO

2. Self-Study Center and Language Lab: The renovations to the Self-Study Center, Room GF39, were completed last week. Renovations are progressing well in

yes 2e

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the Language Lab, Room GJ68, with the installation of the metal studs completed and installation of sheetrock scheduled for this week.

3. Escort Services Statistics: The Operations Maintenance Branch, HOME/OL, reported escort services statistics for the month of November as follows:

	<u>Personnel</u>	<u>Man Hours</u>
Daytime escort service		
Evening escort service		
TOTALS		

III. Significant Events Anticipated During the Coming Week:

Chilled Water Outage: A chilled water outage is tentatively scheduled for Saturday, 15 December, or Sunday, 16 December, to install taps into the house system for the OSO computer and lab areas in Rooms GE02, GE05, and GE13. The air-conditioning ductwork installation is continuing. The chilled water pipe delivered to the job has been rejected since the quality is unacceptable.

*yes  
Part under  
part II not  
part III*

*\* Also partial  
outage in ODP center*

Chief

Headquarters Operations, Maintenance  
and Engineering Division, OL

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